

# MEAL SERVICE AT HIGHLAND RETREAT

*Effective January 1, 2017*

To request meal service, contact the camp office (540-705-0554 or [info@highlandretreat.org](mailto:info@highlandretreat.org)) to confirm availability then submit the menu at least one month prior.

*TO CHOOSE MEALS FOR YOUR GROUP COMPLETE THE MEAL SERVICE REQUEST FORM*

## Eligibility for Food Service

1. Any group with **15 or more people** staying in Mountain View Retreat Center, Red Oak Lodge or using the kitchen deck near the lower camping area is eligible for meal service.
2. **Meals must be reserved and menu completed at least one month in advance of stay** and Highland will confirm food staff availability. A 3% discount will be given to groups who reserve and complete menu **at least 6 weeks prior to stay**.
3. A **minimum of two meals** must be ordered for all overnight groups; this does not apply to snack tray and take and bake options.
4. When Highland is providing meals, the kitchen being used by staff may not be available to the group. Please call to discuss kitchen arrangements.

## Meal costs and deposits

1. The **minimum fee for a meal is based on 15 adults**. All meals are priced per person and based on adults (age 13 & over) and children (ages 6 – 12). Children 5 and under are free.
2. A **deposit of 60% of the minimum fee for each meal** ordered is due 4 months prior to arrival. This deposit becomes non-refundable at 1 month prior to arrival.
3. Groups are responsible to pay for the actual number of people but no less than 90% of the meal count given to the office at one month prior to arrival.
4. All food service is subject to a 5.3% meal tax, unless groups are participating in Highland programming. Gratuity is **not** expected.

## For all meals

1. Breakfast, Lunch and Dinner Meals are served buffet style (except packed lunch) with one common menu for the group. Once guests have finished the buffet, **leftovers will be kept by Highland Retreat**.
2. Standard serving times are 8 A.M. for breakfast, 10:00 A.M. for brunch, 12 Noon for lunch and 5 P.M. for dinner (6 P.M. on check-in days). Other serving times may be available upon request.
3. All meal options can be served at any time during the day (ex. lunch option served at dinner time, dinner options served at the noon meal).
4. Please call at least two weeks ahead with any special dietary needs so that our staff can work with you in meeting the needs within your group.
5. Hot beverages (coffee, tea, hot chocolates) are served during all meal times. If you would like hot beverages throughout your meeting, or day, please call to discuss prices and arrangements.
6. Banquet style meals, with formal tableware, are available upon request, please call to discuss prices

## Highland Retreat Food Service Request

Dates: \_\_\_\_\_

Group: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Meal, Snack Tray, or Take and Bake (by name)	Beverage <u>Only Lunch and Dinner Choice</u> Tea, Lemonade	Side Dish(es) <u>*See note below</u>	Dessert	Date to be Served	Meal Served <u>Breakfast, Brunch</u> <u>Lunch,</u> <u>Dinner</u>  Circle One	No. Adults	No. of Children 6-12	No. of Children 5 & under
	T L				B Br L D			
	T L				B Br L D			
	T L				B Br L D			
	T L				B Br L D			
	T L				B Br L D			
	T L				B Br L D			
	T L				B Br L D			

\*All breakfasts include 3 side dish choices (grain, meat, and fruit). Lunch options L1 and L2 include 1 side dish. All dinners include 3 side dish choices (bread, potato, and vegetable/salad).

\* Standard serving times are 8 A.M. for breakfast, 10:00 A.M. for brunch, 12 Noon for lunch and 5 P.M. for dinner (6 P.M. on check-in days).

\*Snack Trays and Take and Bakes will be ready upon arrival, or at times specified by your group.

**REQUEST FOR MEALS AND MENU SELECTIONS MUST BE MADE AT LEAST 4 WEEKS IN ADVANCE.**

## FOOD SERVICE MENUS (Snack Trays, Take and Bake, Breakfast, Lunch, and Dinner)

### SNACK TRAY OPTIONS- Prices Noted Below

**Snack Trays:** Snack trays will be ready upon your arrival, or a time specified by your group. Small trays serve 10-15 people and large trays serve 25-30 people. Snack trays do not include beverages. Your group will take care of serving the snack tray and clean up.

- S1** Assorted Vegetable Tray, served with humus dip and ranch dip  
*Includes four types of vegetables, variety is dependent on seasonal bounty*  
**Small: \$32.50**                      **Large: \$53.00**  
*~Includes ~4 lbs. veggies*      *~Includes ~8 lbs. veggies*
- S2** Cookie Tray, including Chocolate Truffle and Macadamia Nut cookies  
**Small: \$21.00**                      **Large: \$36.75**  
*Includes 25 cookies (3")*      *Includes 50 cookies (3")*
- S3** Meat and Cheese Tray, served with rolls, mayonnaise, and mustard  
*Includes turkey and ham lunch meat, and cheddar and swiss cheese*  
**Small: \$36.75\***                      **Large: \$63.00\***

*\*Each tray makes 1 ½ sandwiches per person; 2 slices lunch meat and 1 slice of cheese per sandwich.*

### TAKE AND BAKE OPTIONS- Prices Noted Below

**Take and Bake:** The main dish will be ready upon your arrival, or a time specified by your group. Cooking directions will be attached. Your group will take care of cooking the dish, serving, additional side dishes, and clean up. Additional Take and Bake options are available upon request

- TAB1** Sausage or Vegetable Egg Casserole      **Serves 15-20: Steam Pan Size\***      **\$49.50 per pan**
- TAB2** Beef or Vegetable Lasagna                      **Serves 15-20: Steam Pan Size\***      **\$59.00 per pan**
- TAB3** Beef or Bean Taco Squares                      **Serves 15-20: Steam Pan Size\***      **\$59.00 per pan**
- TAB4** Cheese, Pepperoni, or Veggie Lovers pizza  
**16 in. pizza: Includes 10-12 slices \$16.50 per pizza**

*\*Steam Pan Serving Size Options: Serves 20 (3" by 4" servings) or 25 (3" by 3" servings)*

### BREAKFAST or BRUNCH OPTIONS - \$ 7.50 per adult/ \$5.00 per child

#### **All breakfasts include:**

1. Beverages: Fruit juice, Coffee, Tea, and Hot cocoa
2. Grain (**choose one**): Milk and cereal or upgrade to Granola and Yogurt or Baked Oatmeal for 50¢
3. Meat (**choose one**): Sausage or Sliced bacon
4. Fruit (**choose one**): Fresh fruit or Fruit cup

**B1\*** Buttermilk pancakes (served with meat choice specified above)

**B2\*** Egg Casserole (meat choice will be included in casserole or you may specify veggie) served with seasoned potatoes

**B3\*** Biscuits and Sausage gravy (meat choice is sausage, also served with jelly and butter)

**B4\*** Breakfast Sandwiches (biscuit, egg, and choice of meat from above) served with seasoned potatoes

*\*Add scrambled eggs, hash brown patty, or meat (sausage or bacon) to any meal for \$1.00/person*

**B5** Continental - **\$6.00 per adult/\$4.00 per child:** Muffins, fruit, cereal with milk, and yogurt cups

## **LUNCH OPTIONS – \$9.25 per adult/\$6.00 per child**

### **All lunch options include:**

1. Beverages: Sweetened iced tea **or** Lemonade (**choose one**), water, coffee, tea, and hot cocoa
2. Freshly baked cookies, Blondie bars, **or** Fruit cup

- L1** Cheeseburger lunch- Hamburgers (specify if veggie burgers are desired) and toppings of cheese, lettuce, tomato, and onion, served with baked french fry wedges and your choice of mandarin almond salad, tossed salad, **or** Caesar salad (**choose one**).
- L2** Sloppy Joe Lunch- Sweetly marinated hamburger on a bun, served with baked french fry wedges and your choice of tossed salad, mandarin almond salad, **or** Caesar salad (**choose one**).
- L2** Pizza lunch- **Choose two** styles of pizza (cheese, pepperoni, and veggie lovers) served with chips and your choice of mandarin almond salad, tossed salad **or** Caesar salad.
- L3** Taco Bar Lunch- Warm tortilla shells, served with seasoned hamburger, beans, and toppings of lettuce, tomato, cheese, salsa, and sour cream, served with a Mexican rice blend
- L4** Soup, Sandwich, and Salad– **Choose one** soup and **one** sandwich. Meal is served with tossed salad.
- Soups (vegetable beef, chili **or** cream of potato soup)
  - Sandwiches (cold cut sandwich, chicken salad, **or** marinated hot ham and cheese rolls)
- L5** \* Hoagie Lunch- Sliced turkey and ham, cheddar and Swiss cheese, hoagie toppings of lettuce and sliced tomato. Meal is served with a veggie tray and potato chips  
- **\$8.25 per adult/\$5.00 per child**

*\*Also available as a bagged lunch for groups for a hike or challenge course and includes bottled water*

## **DINNER OPTIONS - \$13.25 per adult/\$8.50 per child**

### **All dinners include (see D4 and D5 exceptions):**

1. Beverages – Sweetened iced tea **or** Lemonade (**choose one**), water, coffee, tea, and hot cocoa
2. Bread (**choose one**): Freshly baked dinner rolls **or** French bread
3. Side (**choose one**): Seasoned mashed, Baked potatoes, Rice Pilaf, Roasted Garlic Potatoes, **or** Potatoes au gratin
4. Vegetable **or** Salad (**choose one**):  
Vegetables: Sweetly glazed carrots, Buttered Peas, French blend (green beans and slivered almonds), or Sweet and sour broccoli and cauliflower  
Salads: Tossed salad, Mandarin almond salad, Caesar salad, or Salad bar (includes 10 toppings, add \$1.00/person)
5. Dessert (**choose one**)
  - Glazed fruit cup
  - Vanilla ice cream served with caramel and chocolate sauce
  - Apple pie **or** Cherry pie, served with ice cream (add \$1.00/person)
  - Fudgy chocolate brownie served with ice cream (add \$1.00/person)

**D1** Boneless chicken breast dinner (Season breaded **or** Italian marinate)

**D2** Sliced pork loin dinner, served with apricot glaze

**D3** Meatloaf dinner

**D4** Cordon Bleu dinner

**D5** Lasagna dinner with ground beef lasagna **or** vegetable lasagna (does not include #3 Potatoes/Rice)  
-**11.50 per adult/ \$7.75 per child**